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Approved For Release 2003/04/29 : CIA-RDP84-00780R003500130005-7

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~~SECRET~~

DD/S 70-1487

13 APR 1970

FILE

~~SECRET~~
Personnel 2-1

MEMORANDUM FOR: Deputy Director for Support
 SUBJECT : Certification of Overtime
 REFERENCE : Memo to DDS from D/Pers, dtd 30 Mar '70,
 Subject: Overtime Work

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.
2. The overtime approved by the Assistant Deputy Director for Support in referent memorandum (attached) will be performed by Insurance Branch personnel located in the Magazine Building. The time and attendance reports of these individuals are maintained in Rosslyn and would prove awkward for me to personally make the required certification on each T/A card.
3. It is recommended that you authorize me to delegate the certification responsibility to the Chief, Insurance Branch, Benefits and Services Division.

/s/ Robert S. Wattles

Robert S. Wattles
 Director of Personnel

Att.

The recommendation contained in paragraph 3 is approved.

15 APR 1970

(signed) John W. Coffey

 Deputy Director
 for Support

Date

Distribution:

Orig - Return to D/Pers
 1 - D/Pers
 1 - DDS Chrono, Subject
 1 - DD/Pers/SP
 1 - C/BSD

~~SECRET~~

OP/BSD [redacted] :jas (9 Apr 70)

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 Rewritten: D/Pers [redacted] Leh (13 Apr 70)

15 April 70

Should Mr. [redacted] see this?

25X1

p.

*not necessary other
than chrono*

TRANSMITTAL SLIP		DATE 15 APR 1970
TO: Mr. Coffey via Mr. [redacted]		
ROOM NO.	BUILDING	[redacted]
REMARKS: Recommend approval. We have already approved regular overtime of 32 hours per quarter in the Insurance Branch/BSD/OP. This paper will authorize the Branch Chief in Rosslyn to approve the T/A cards; he is in the best position to know which employees have actually worked.		
[redacted]		
FROM: [redacted]		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

25X1

25X1

DD/S R

FILE

30 MAR 1970

70-1301

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Overtime Work

REFERENCE : DD/S Administrative Instruction No. 70-4, dated 20 February 1970, Same Subject

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.

2. It has been the practice to accomplish a quarterly reconciliation of some of the Insurance Branch accounts, i.e., Income Replacement, Contract Hospitalization, and Dread Diseases. Since the payment cards for these accounts are used on a daily basis in the Headquarters Cashiers' Office and the accounting records are maintained in the Insurance Branch located in the Magazine Building, it is necessary to accomplish this reconciliation by working overtime.

3. It has therefore been necessary to work four employees a total of 32 hours on an overtime basis one Saturday each quarter and it is recommended that you authorize the continuation of this procedure.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 3 is approved.

31 MAR 1970

(initials) John W. Coffey

Deputy Director
for Support

Date

Distribution:

0 - Return to D/Pers

2 - DDS ~~Chrono Subject~~

1 - D/Pers

1 - DD/Pers/SP

2 - C/BS

OP/BS

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jas (27 Mar 70)

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